



City of Centralia
EMPLOYMENT OPPORTUNITY

Job Title: Entry Level/Lateral Police Officer

Currently recruiting for 3 vacancies, Centralia PD will take a first look at ALL ENTRY & LATERAL applications and test scores by Friday, September 23, 2022

Job Class: Full-time, Union (Teamsters)

Job Hours: as assigned

Salary: \$5,163 per month for entry level police officers during Basic Law Enforcement Academy
\$6,454 - \$7,672 per month (2022 rates)

Description: GENERAL FUNCTION:

The role of the Police Officer is to work in partnership with the community to protect life and property, reduce crime and enhance security and quality of life. This classification provides emergency services, security and protection of the citizens of the city by patrolling businesses and residential areas, responding to requests for information and assistance, investigating criminal activity and otherwise ensuring the proper enforcement of all local, state and federal laws and regulations.

EDUCATION AND EXPERIENCE:

1. The employee must be at least 21 years of age.
2. The employee must meet the required physical, medical and civil service requirements, including polygraph, psychological and background screening.
3. Be a U.S. citizen,
4. Have no convictions for a felony offense,
5. The employee must possess a high school diploma or GED.
6. The employee must have or be able to obtain basic law enforcement certification from the Washington State criminal Justice Training Commission.
7. The employee must have a valid Washington State driver's license and a driving record acceptable to the City and the City's insurance carrier.

Lateral applicants must also possess the following: a minimum of one year law enforcement experience, satisfactory completion of the Washington State Criminal Justice Training Academy or possess any state's equivalent academy certificate, and have employment as a full-time law enforcement officer within twelve months prior to testing for this position.

Application Process:

1. **ALL ENTRY LEVEL APPLICANTS** - must apply and test through National Testing Network at www.nationaltestingnetwork.com . Once testing is complete applicants will be placed on an Entry Level Register for future consideration to progress to the next step under Civil Service Rules. Any questions may be directed to **Civil Service Secretary, PO Box 609/118 W Maple, Centralia, WA 98531 (360-623-8251)**. **(Last test to be considered in first round will be Friday, September 23, 2022.)**
2. **ALL LATERAL APPLICANTS** - must complete a City of Centralia Employment Application available at www.cityofcentralia.com or at City Hall 118 W Maple/PO box 609, Centralia, WA 98531. Once your application is received you will be placed on a Lateral Entry Register for future consideration to progress to the next step under Civil Service Rules. Any questions may be directed to **Civil Service Secretary, PO Box 609/118 W Maple, Centralia, WA 98531 (360-623-8251)**. **(All lateral applications to be considered in the first round must be turned in by Friday, September 23, 2022 by 5 pm, no postmarks will be accepted)**

The City of Centralia is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans and persons with disabilities are encouraged to apply. The city will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Personnel of the accommodation needed, preferably at the time of applying. Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

EQUAL OPPORTUNITY EMPLOYER



CITY OF CENTRALIA

118 W. Maple Street/P.O. Box 609
Centralia, WA 98531
www.cityofcentralia.com

APPLICATION FOR EMPLOYMENT

Title of position you are applying for: _____ Today's Date: _____

YOUR CONTACT INFORMATION

Last Name	First Name	Home Phone	Cell Phone
Address		Work Phone	Email Address
City, State, Zip	How would you like us to contact you?		

Are you a current or former City of Centralia Employee?	Position/Department	Dates
Relatives employed by the City	Relationship	Department

WORK HISTORY

Current or Most Recent Employer	Start Date	End Date	Supervisor
City/State	Position/Title	Employer Phone	
Job Duties			
Reason For Leaving:			

Do we have your permission to contact your current employer? YES NO

Employer	Start Date	End Date	Supervisor
City/State	Position/Title	Employer Phone	
Job Duties			
Reason For Leaving:			

Work History (continued)

Employer	Start Date	End Date	Supervisor
City/State	Position/Title	Employer Phone	
Job Duties			
Reason For Leaving:			

EDUCATION

Did you graduate from high school or obtain a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO
School Name & Location

Please list all Colleges and Universities attended:

School Name & Location	Start Date	End Date	Major/Area of Study	Degree/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Degree/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Degree/Year Awarded

Please list all Business and Trade Schools attended:

School Name & Location	Start Date	End Date	Major/Area of Study	Certificate/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Certificate/Year Awarded
School Name & Location	Start Date	End Date	Major/Area of Study	Certificate/Year Awarded

Other Courses or Training Attended:

Institution	Location	Course	Course Length and Date
Institution	Location	Course	Course Length and Date

SPECIAL SKILLS AND KNOWLEDGE

Please list any special training, skills, professional memberships, certificates, licenses, or experiences that would pertain to the position you are applying for: _____

FOR CLERICAL/ADMINISTRATIVE POSTIONS ONLY

Please indicate your level of skill with the following Microsoft Software Systems.

Word:	Excel:
PowerPoint:	Outlook:

FOR TRADES AND LABOR POSITIONS ONLY

Please list any specialized tools, machines and equipment you can operate.

1.	2.
3.	4.
5.	6.

Branch	Date Entered	Date Discharged
Please Describe any service-related skills that may be applicable to the position you are applying for:		
Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.01.010? <input type="checkbox"/> YES <input type="checkbox"/> NO		

U.S. MILITARY SERVICE (FOR CIVIL SERVICE CLASSIFIED POSITIONS ONLY)

BACKGROUND INFORMATION FOR ALL POSTIONS

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S? ☐ YES ☐ NO
(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

Driver's license number _____ State _____ Expiration Date _____

Have you ever been disciplined or discharged for cause? ☐ YES ☐ NO

If yes, please briefly describe the circumstances: _____

Please list any violations, tickets, accidents, or incidents in the last five (5) years that will be listed on your driving record.

Have you reviewed the City of Centralia job description for the job you are applying for?

☐ YES ☐ NO

Do you feel you are able to perform the essential functions of the job either with or without reasonable accommodation?

☐ YES ☐ NO

REFERENCES

Please provide three references, including supervisors, subordinates, and peers.

Name	Relationship	Reference Contact Information
1.		
2.		
3.		

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City of Centralia to investigate all statements in this application to secure any necessary information from all of my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City of Centralia from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City. I also authorize the City to secure financial and credit information through an appropriate agency, and I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation. It is further agreed and understood that I shall hold the City of Centralia harmless for use of any and all information gained through these inquires.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I further understand that any misrepresentations in any of my answers or statements will result in a cancellation of my application, or if employed, will be cause for dismissal. I also authorize the City to supply information about my employment record, in whole or in part, in confidence or any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Centralia is required to complete a thorough background check as required by the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's license.

If I am applying for an exempt position, I understand that nothing in this application or my communications with any Centralia official is intended to create an employment contract between the City of Centralia and me. In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's policy manual or in communications distributed by the City.

I hereby acknowledge that I have read and understand the preceding statement, and to the best of my knowledge, I certify that all statements made by me on this application are true and complete.

Signature of Applicant

Date

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, age, color, national origin, sex, disability, sexual orientation, marital status, genetic information, veterans status, or any other basis prohibited by federal, state, or local law.

Reasonable accommodation with the application and examination process is available, upon request, for persons with disabilities.

AFFIRMATIVE ACTION QUESTIONNAIRE

Discrimination in employment is prohibited under TITLE VII of the Civil Rights Act of 1984 and Section 504 of the Rehabilitation Act of 1983. With the legal responsibility of making equal employment opportunity a reality, the City of Centralia has implemented an affirmative action program. The goal of the program is to attain proportional representation of the community at all levels of City employment.

For the purpose of effectively implementing the City's Affirmative Action Plan, we would appreciate your providing the information requested below. The information is entirely voluntary and will remain confidential. Supervisors or other departmental employees will not see the information.

Please check the sex with which you identify.

☐ Male ☐ Female

Please check the racial/ethnic group with which you identify. If you are more than one race, please check multi-racial and indicate your preference for Affirmative Action purposes.

<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American*	<input type="checkbox"/> Alaskan Native
<input type="checkbox"/> Multi-racial	<input type="checkbox"/> Other _____ (please specify)	

*As set forth in EEOC Form 164 (EEO-9). Proof of tribal affiliation required.

Have you ever been on active duty in the U.S. Armed Services? ☐ YES ☐ NO
If yes, a. Dates served: _____ b. Are you a disabled veteran? _____ % _____

Do you have a physical, mental, or sensory disability that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself, or performing manual tasks? ☐ YES ☐ NO

If yes, please explain: _____

Would you need any special equipment, help, or special arrangements to adequately perform the job for which you have applied? ☐ YES ☐ NO

Title of position for which you are applying _____

Name _____ Date _____

U. S. MILITARY SERVICE

Have you served in the U.S. Armed Forces? ☐ Yes ☐ No (if no, skip this page)

Dates of Service: _____

From To Branch: _____

Date of separation from the United States active military service _____

Position Title/Rank, type of training or experience _____

Veterans' Preference / Scoring Criteria Status (Included only when scored testing is utilized.)

- Have you used Veterans' Preference in obtaining a previous position? ☐ Yes ☐ No

RCW 41.04.010 provides for a veterans' preference to be added to the final passing grade of certain veterans. If you believe that you are eligible to be considered for such preference you should complete the following questionnaire, by checking statements that apply to you.

Veterans shall be granted Scoring Criteria Status as provided by RCW 41.01.010. To be eligible, you must be a Veteran as defined in RCW 41.04.005, 41.04.007, you may be entitled to a hiring preference if you are honorably discharged veteran of any war or any military campaign of the United States, for which a campaign ribbon or expeditionary medal shall have been awarded.

The Scoring Criteria Status available to a Veteran can only be used "Until the Veterans First Appointment", once the appointment is made either with City of Centralia or any other employer, the credit is no longer available.

Scoring Criteria Status Claimed for Competitive Examinations: (please check one)

☐ Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. Entrance exam only. The percentage shall not be utilized in promotional examinations;

☐ Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. Entrance exam only. The percentage shall not be utilized in promotional examinations;

☐ Five percent (5%) to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. Available for first promotional exam only. (Eff. 7/26/09)

I hereby certify that, to the best of my knowledge, I am entitled to veterans' preference and that by falsely claiming veterans' preference; I will be disqualified from employment with the City of Centralia. I certify that I have not received a previous employment appointment here or at any other agency with the use of veterans' preference. I also understand that if employed, any misrepresentation of facts regarding my receiving veterans' preference is sufficient cause for dismissal.

A copy of my DD-214 accompanies this form.

Applicant Signature: _____ /s/ Application Date: _____

Print Full Name: _____

COPY OF YOUR FORM DD-214 MUST ACCOMPANY THIS FORM AT TIME OF APPLICATION